

Twilight Hours Out of School Club

Personal Data Audit

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to child					
Medical form	Paper	Child records	Locked filing cabinet	Medical professionals for emergency treatment	3 years after child leaves the school
Registration form	Paper	Child records	Locked filing cabinet		3 years after child leaves the school
Booking Form	Paper	Child records	Locked filing cabinet		3 years after child leaves the school
Health management plan	Paper	Child records	Locked filing cabinet		3 years after child leaves the school
Allergy management plan	Paper	Child records	Locked filing cabinet		3 years after child leaves the school
Emergency Contact Sheets	Paper	With daily register	Locked filing cabinet (Grab Bag during sessions)		When child leaves setting
Incident/accident form	Paper	Child records	Locked filing cabinet		When child turns 18
EYFS Observation and Assessment sheets	Paper	EYFS folder	Locked filing cabinet	School teaching staff	Archived when child moves to Year 1 into Child Records until 3 years after child leaves the school
Observation and assessment sheets	Paper	Child records	Locked filing cabinet	School Staff	3 years after child leaves the school
Record of medication given	Paper	Child records	Locked filing cabinet	Medical professionals for emergency treatment	3 years after child leaves the school
Daily register	Paper	Register folder	Locked filing cabinet (Grab Bag during sessions)		12 years after date
	Electronic	Cloud	Passworded		12 months from the September
Contracts	Paper	Child Records	Locked filing cabinet		3 years after child leaves the school

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to parent / carer					
File Action Sheets	Paper	Managers home	Locked Filing Cabinet		3 years after child leaves setting
Complaints	Paper or email	Complaints book	Complaints book is stored in locked filing cabinet; email is password protected		3 years after date of complaint
Emergency Contact Sheets Parent/Carer information	Paper	With daily register	Locked filing cabinet (Grab Bag during sessions)		When child leaves setting
Invoicing System	Electronic	Intuit Quick Books	Password Protected	Katie Hirst Book Keeping	End of financial year following account being cleared/closed.
General correspondence	Email, text message or paper	Child records; club email account; club phone	Email is password protected; club phone is passcode locked		When child leaves the setting

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to staff					
Terms and conditions of employment	Paper Electronically	Staff records Cloud	Locked filing cabinet Password Protected	Peninsula	6 years from end of employment
Medical form	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Central DBS record (number and date only)	Electronic	Cloud	Password Protected	Schools	6 years
Payroll records	Paper	Accounts	Locked filing Cabinet	Rees Accountants Katie Hirst Book-keeping	Indefinitely
Training records	Paper	Spreadsheet in Cloud	Password Protected		End of employment
Qualification certificates	Paper		Shredded		Until added to Spreadsheet
Food Hygiene Certificates	Paper	Food Safety Folder		Environmental Health	Expired
Appraisals	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Application form	Paper	Staff records	Locked filing cabinet		6 years from end of employment; unsuccessful candidates who were 3 months
Interview record	Paper	Staff records	Locked filing cabinet		6 years from end of employment; unsuccessful candidates: 3 months
References	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Policy confirmation slips	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Suitability to work confirmation slips	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Induction checklist	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Grievances, written warnings	Paper	Staff records	Locked filing cabinet	Peninsula	6 years from end of employment
Any other correspondence	Email	Email system	Password Protected	Schools/Rees/Other staff (with permission)	6 years from end of employment
Bank Details	Paper		Shredded		Until added to our Bank system
Bank Details	Electronic	Santander	Password Protected		Until final wage payment made
Emergency Contact/Medical Details	Paper	With Daily Register	Locked filing cabinet (grab bag during session)		End of employment

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to volunteers					
Volunteer Medical and Contact information	Paper	Staff records	Locked filing cabinet		3 years from end of period of volunteering
Emergency Contact/Medical Details	Paper	With Daily Register	Locked filing cabinet (grab bag during session)		End of period of volunteering
Volunteer agreement	Paper	Staff records	Locked filing cabinet		3 years from end of period of volunteering
Central DBS record (number and date only)	Electronic	Cloud	Password Protected	Schools	6 years
Any other documents or correspondence	Paper	Staff records	Locked filing cabinet		3 years from end of period of volunteering
	Email	Email System	Password Protected		

Audit completed by: Debbie Steeples and Katherine Shimwell on 17th May 2018